



**NORTH CENTRAL COLLEGE**

Office of  
Financial Aid

## 2023-2024 Financial Aid Handbook

The philosophy behind financial aid programs, and of the offices that administer them, is that no student should be denied access to higher education because of finances. With this in mind, North Central College has established the Office of Financial Aid. The team is dedicated to the administration of student financial aid in the most equitable manner to the largest number of qualified students that resources permit. In addition, the Office of Financial Aid is available to answer any questions concerning financing educational cost, as well as evaluating changes in circumstances while a student at North Central College. The Office of Financial Aid coordinates a variety of federal, state, institutional, and private programs of financial aid, each with different regulations, requirements, procedures, and forms.

### FINANCIAL AID TEAM MEMBERS

Senior Director of Financial Aid – Kevin Towns  
Associate Director of Financial Aid – Tanya Covey  
Senior Financial Aid Counselor – Donna Williams  
Financial Aid Counselor – Aleksander Jarzen  
Financial Aid Counselor – Carmelita Fee

### OFFICE LOCATION

The Office of Financial Aid is located on the third floor of Old Main. Please stop by or contact the office to obtain application materials, turn in forms, receive advice and assistance from the Financial Aid Staff, or schedule appointments. We can be contacted by calling 630-637-5600 or by e-mail at [finaid@noctrl.edu](mailto:finaid@noctrl.edu).

### HOW TO APPLY FOR FINANCIAL AID

The best application strategy in applying for financial aid is to research ALL aid opportunities and apply early. Students should apply for financial aid by completing the *Free Application for Federal Student Aid* (FAFSA), or the Renewal FAFSA, if appropriate, each academic year. The Office of Financial Aid at North Central College participates in Electronic Data Exchange, which means that if North Central College's Federal School Code 001734 is listed on the FAFSA, the Financial Aid Office will receive an electronic Student Aid Report.

#### **North Central College's Federal School Code is 001734**

Students are recommended to complete the FAFSA (<https://studentaid.gov>) in October. A student should obtain an FSA ID in advance, which is used as an electronic signature. The FAFSA parent should also obtain an FSA ID if their financial information is required to be reported; this FSA ID becomes the parent's electronic signature. The student and FAFSA parent can obtain FSA IDs by going to <https://fsaid.ed.gov> anytime. Apply for the FSA ID as early as possible, even before filing the FAFSA.

By completing the FAFSA, a student is considered for the following aid programs:

- Federal Pell Grant
- Federal TEACH grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study
- Federal Direct Student Loan (Subsidized & Unsubsidized)
- ISAC Monetary Award Program
- North Central Need-Based Aid and Grants



## VERIFICATION

FAFSAs may be randomly selected by the federal government or institution for a process called verification. If a student's FAFSA is selected for verification, additional information will be requested and required to continue being considered for aid. As the verification process occurs, a student may receive a letter to their mailing address or North Central email address detailing the required documentation. It is important to promptly respond to these requests. A student will remain in a pending status until all the requested information is received. *If a student has been selected for verification, no financial assistance will be available until all requested documentation is received and reviewed.* If the financial aid team member who reviews the student's application identifies discrepancies between the information reported and the supporting documentation, the FAFSA will be corrected.

Please note that any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to a fine, imprisonment, or both under the provision of the U.S. Criminal Code.

## CRITICAL APPLICATION DATES

A student should research all financing opportunities as early as possible to ensure no deadline is missed. A student must **reapply each year for financial aid** by completing the FAFSA. *Note: A financial aid offer may differ annually based on the FAFSA.*

The Office of Financial Aid recommends completing the FAFSA during the first month of availability if a student is interested in need-based assistance or loans. Students should still complete the FAFSA after October if they have not already done so. *Note: Endowed scholarship applications are also available beginning in October and should be completed by their individual deadlines.*

## FINANCIAL AID OFFERS

Award packaging is how the Office of Financial Aid selects the sources and amounts of financial aid offered to a student. The type of financial aid offered depends on the student's financial need, academic level, living arrangement, and financial aid history. New students must be admitted to North Central before receiving a financial aid offer.

North Central College's policy is to award as much gift assistance as possible, restricted by the limits (annual and cumulative) of each program and by available funding. The remainder of a student's need is then met by loan(s), work, or both, depending on the amount of remaining need and the limits (annual and cumulative) dictated by each program. Late additions to aid packages may require reconsideration for need-based assistance, and additional non-need-based aid adjustments will begin in a subsequent semester if aid has already been disbursed for the current semester.

**North Central College *cannot* guarantee that all of your financial need will be met.**

### **Will the amount of my financial assistance remain the same from year to year?**

**Provided no outside scholarship(s) that require a reduction, a student's merit scholarship will remain the same as long as the student maintains the required cumulative grade point average and full-time enrollment. Talent scholarships (e.g., Music, Art, etc.) depend upon participation and departmental funding. Need-based assistance (e.g., NCC Grant, Supplemental Grant, Pell Grant, ISAC Monetary Award) is dependent upon federal and state funding and the FAFSA results each year.**

**A student may expect to receive the same level of funds if ... 1) the federal and state funding and eligibility criteria do not change and; 2) the Expected Family Contribution (EFC) remains the same or similar and 3) the living arrangement is the same.**

**Some of the most common causes for a change in EFC are:**

- **Parent income and/or assets increased or decreased from prior year**
- **Student income and/or assets increased or decreased from prior year**
- **Size of family and number of students in college has changed from the prior year**



## FINANCIAL AID NOTIFICATION

The Office of Financial Aid will send a financial aid offer notification when the offer is completed. **New students** will receive a paper notification in the mail, and **continuing students** will receive an email to their North Central email account that directs them to Merlin to view financial aid offers.

A student may see some form of financial aid that is identified as “estimated.” In some cases at the time of awarding, the federal or state governments have not finalized an allocation for one of its programs. If we are unable to determine eligibility, but know a student should qualify to receive the award, we will list that offer “estimated.” Estimated aid is not guaranteed. Examples of “estimated” aid are the Federal Pell Grant and the State of Illinois Monetary Award Program Grant.

## What Is Available Aid?

### ***Need-based Grant Assistance***

Need-based grants, which do not have to be repaid, are applied for by filing the *Free Application for Federal Student Aid* (FAFSA). Most students who completed a FAFSA for the prior academic year will receive a *Renewal Reminder* from the federal government. If North Central College is listed on the FAFSA application, the Office of Financial Aid will automatically receive the results electronically. ***Students must reapply each year for financial assistance.***

### ***Federal Supplemental Educational Opportunity Grant (SEOG)***

Federal need-based grants are offered to students with financial need who have not obtained an undergraduate degree. The annual amount of SEOG cannot exceed \$4,000. The amount of SEOG offered is dictated by the student's need, funds available, and the limit set by NCC. Priority consideration for SEOG funds is given to students enrolled at least half-time (6 credit hours) in an undergraduate degree program and receiving a Federal Pell Grant. The amount of this grant may change from year to year.

### ***North Central College Grants***

Need-based grants are available to students with financial need who have not obtained an undergraduate degree. Grants, applied for each year through the FAFSA application, are offered to students based on financial need. Students must be enrolled in an undergraduate degree program at least half-time (6 credit hours). Grants can be offered for a maximum of four academic years. *Note: A North Central Grant cannot be offered to dependent students choosing to live in off-campus apartments/houses.*

### ***Federal Pell Grants***

Federal Pell Grants are offered to students with the highest financial need who have not obtained an undergraduate degree. The amount of the grant is based on the student's financial need. A student must be enrolled in their first undergraduate degree program and meet satisfactory progress. The amount of this grant is subject to change each year.

### ***Federal TEACH Grant***

This program provides grants of up to \$4,000 per year to education students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. If a student decides not to pursue teaching, the grant is converted to an Unsubsidized Direct loan. *Note: An additional application is required.*

### ***Illinois Monetary Award Program (MAP)***

MAP Grants are for Illinois residents who demonstrate financial need and may be applied to tuition only. You be enrolled at three credit hours per semester in an undergraduate degree program. Annual grants ranged from \$720 to \$8,400 in the academic year, updated August 2023. According to the state guidelines for the MAP Grant, students must be enrolled in at least 15 credit hours each semester to receive full disbursement. You must file the FAFSA application each year to apply for the MAP Grant.

**PRIORITY DATES:** Students who apply for a MAP Grant during the 2023-24 academic year must do so early. The state of Illinois typically anticipates running out of funds and suspends MAP awards at the deadline of their choosing. ISAC will consider applications received after the priority date for awards based on available funds. **PLEASE NOTE: THESE PRIORITY DEADLINES ARE SUBJECT TO CHANGE BY ISAC.**



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## **MERIT SCHOLARSHIPS**

Merit scholarships are not based on need. The application for admission is used as a basis to offer these funds unless otherwise noted on the scholarship guidelines received at the time of admission to the College. Students follow the guidelines of the scholarship to renew for subsequent years. Visit the North Central College website for a list of scholarships available through the admission process. Merit scholarship amounts remain the same from year to year.

## **INSTITUTIONAL AID**

If a student maintains satisfactory academic progress, undergraduate institutional aid (including merit scholarships, need-based institutional grants, and other institutional awards) is available for eight (fall and spring only) semesters for first-year or six (fall and spring only) semesters for transfers. An undergraduate student who has utilized all eligible semesters of North Central institutional aid may submit an appeal form to be considered for additional terms of eligibility. Graduate students must also maintain satisfactory academic progress to renew awards.

## **ENDOWED AND OTHER SPECIAL SCHOLARSHIPS**

Endowment funds enable North Central College to provide scholarships for qualified students. Information on the eligibility requirements and application process is included within the description of the scholarship. These funds are considered to be financial aid and will be considered part of a financial aid offer, should the recipient also apply for need-based financial aid. Please visit <https://northcentralcollege.academicworks.com/> to see the many scholarship opportunities.

## **DIRECT LOANS**

### ***Federal Student Loan Program***

Federal Direct Loans are available through the U.S. Department of Education Federal Loan Program. The student must complete the *Free Application for Federal Student Aid* (FAFSA) to be considered for this loan program. Federal Direct Loans are either Subsidized or Unsubsidized.

A **Subsidized** loan is offered based on financial need. While enrolled in school at least half-time (6 credits as an undergraduate/ 3 credits as a graduate), during an authorized grace period, and during any authorized periods of deferment, a student is not required to make payments on these loans, and the government covers interest.

An **Unsubsidized** loan is not based on financial need. Students are responsible for all interest from the time the loan is disbursed until it is paid in full. Students can pay the interest on the loan while in school or let interest accrue and capitalize on the loan principal balance.

A listing of interest rates and origination fees can be found at <https://studentaid.ed.gov/>. *Note: An origination fee is deducted from all loans at the time of disbursement.*

The maximum federal loan amounts per academic year for direct loans are \$5,500 for first-year students, \$6,500 for sophomores, \$7,500 for juniors and seniors, and \$20,500 for graduate students. Additionally, the lifetime aggregate amount for dependent undergraduates is \$31,000; for independent undergraduates, it is \$57,500; and for graduate students, it is \$138,500 (including undergraduate borrowing).

North Central College participates in electronic funds transfer (EFT). Through EFT a student's loans funds are directly applied to the student's college account.

### ***Federal Direct PLUS Loan Program***

The Direct PLUS Loan program is for parents of dependent undergraduate students and graduate students. The maximum amount a borrower can request is based on the student's cost of attendance and all other financial aid. The PLUS Loan is limited to borrowers who do not have an adverse credit history. Repayment begins at 60 days after the final disbursement unless otherwise noted on the application. Applications and the current fixed interest rate and origination fee are available at <https://studentloans.gov>.



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### ***Mandatory Loan Counseling***

**Entrance:** All schools are required by federal regulations to provide “entrance counseling” to first-time Federal DIRECT Loan borrowers. This counseling is designed to provide the student with information about the loan program and the rights and responsibilities as a borrower. This counseling must be completed before the disbursement of any loan funds.

**Exit:** Students who receive a Federal Direct Loan must complete an “exit counseling session” to inform and prepare for the repayment process when they graduate, separate from the College, or drop below half-time. Federal law requires the completion of this exit interview. Both counseling are found at <https://studentloans.gov>.

## **VETERANS ASSISTANCE**

Veterans are entitled to use their Chapter benefits in accordance with the rules of the Veterans Administration while attending North Central College. Applicants are required to complete and submit appropriate documents to establish their eligibility. For further information, contact the Registrar’s Office at 630-637-5252.

## **CHILDREN OF FALLEN HEROES**

If a student believes they qualify for this federal program, please contact the Financial Aid Office. A Pell-eligible student whose parent or guardian died in the line of duty while performing as a public safety officer is eligible to receive a maximum Pell Grant for the award year for which the determination of eligibility is made. To qualify for this scholarship, a student must be Pell-eligible and be less than 24 years of age or enrolled at an institution of higher education at the time of his or her parent’s or guardian’s death. In subsequent award years, the student continues to be eligible for the scholarship as long as the student has a Pell-eligible EFC and continues to be an eligible student.

## **EMPLOYMENT OPPORTUNITIES**

### ***Federal Work-Study Program (FWS)***

Eligible students may earn wages through on-campus employment utilizing the Federal Work-Study Program. Students must file the FAFSA and complete the financial aid process to be considered for the program. A student must have financial need to qualify for FWS. The hourly pay rate is set at the state’s current minimum wage. Students may view the “Work Here” section of the North Central website for a current listing of available jobs on campus. Federal Work-Study offers do not guarantee employment. A student is responsible for securing employment

### ***Institutional Employment***

Employment on campus is available to all students who apply for and secure a position. Financial need is not a requirement. The hourly pay rate is set at the state’s current minimum wage

## **STUDY ABROAD**

Students in study abroad programs administered by North Central College may be eligible to receive financial assistance during their time away. The type of financial assistance a student may be eligible to receive is determined by the study abroad program. We encourage all students interested in studying abroad to make an appointment with a financial aid team member to understand the impact on their aid.

## **EXTERNAL AID RESOURCES**

Many external agencies and organizations provide financial assistance to students. Each has different requirements, application forms, award amounts, and eligibility criteria.

## **STATE FINANCIAL ASSISTANCE AGENCIES**

Many state agencies offer grant and loan programs to their residents. Note: Most states require the student to attend an institution in that state to receive funding.



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## **GENERAL REQUIREMENTS**

A student is eligible for federal and state financial aid if:

1. A citizen or eligible non-citizen of the United States.
2. Have demonstrated financial need if required by program guidelines.
3. Is making satisfactory progress. See below for an explanation of satisfactory progress.
4. Pursuing a course of study that leads to a degree.
5. Not in default on a Federal Perkins Loan, Federal DIRECT Loan (Guaranteed Student Loan), Federally Insured Student Loan (FISL), Federal Supplemental Loan for Students (SLS) or Federal Parent Loan for Undergraduate Students (PLUS), Auxiliary Loan to Assist Students (ALAS), Illinois Opportunity Loan (IOL), Federal Consolidation Loan or Income Contingent Loan.
6. Do not owe a repayment on a Federal Supplemental Educational Opportunity Grant (SEOG), Federal Pell Grant, State Student Incentive Grant (SSIG), or Illinois Student Assistance Commission Monetary Award Program Grant (MAP Grant).
7. Have a high school diploma or G.E.D.
8. Have been accepted for admission or readmission to North Central College. The Office of Financial Aid begins to review your financial aid application forms after you have been admitted.
9. Enrolled as at least a half-time student (6 credit hours undergraduate/3 credit hours graduate). Some programs require full-time enrollment as part of their eligibility criteria.



## AWARD REVISIONS

After a student receives their financial aid offer, a student may experience one of the following revisions:

### ***Change in estimated outside aid***

The Office of Financial Aid may anticipate a student qualifies for the Illinois Monetary Award Program (MAP) or a Federal Pell Grant. If a student receives notification from one or both of these agencies that the offer has changed based on funding or eligibility, they may appeal using our Student Request for Additional Assistance Form on our website. Note: A request cannot be guaranteed.

### ***Revisions based on changes in your financial circumstances:***

If a student or their FAFSA family experience a change after completing the FAFSA, a student may appeal their aid offer. To do so, a student should complete our Special Circumstances Form or Unusual Circumstance Form on our website. Note: Students receiving the maximum allowable amount in all programs for which they qualify, may not receive an increase in their offer.

### ***Revisions Made by the Office of Financial Aid***

North Central College reserves the right to revise your financial aid offer without prior notice. Reasons for revisions include, but are not limited to:

1. Outside aid received is higher than originally estimated.
2. Outside resources were not originally taken into account.
3. Factors making a student ineligible for the aid offered.
4. Change in enrollment status.
5. Declining an aid resource.
6. Failure to respond to letters or requests for information.
7. Change in housing

When a decrease in the North Central College portion of a student's aid offer is required, the Office of Financial Aid will attempt to reduce the loan or employment offer before considering a reduction to grant funding.

## APPEAL PROCEDURE

If a student is dissatisfied with a decision made by a financial aid team member, the student has a right to appeal. To do so, the student must:

1. Submit a *written* request including all pertinent documentation
2. Make an appointment with the director to review the case
3. During the appointment, the director will either confirm the original decision or resolve the problem. If the problem cannot be resolved to the student's satisfaction, the request will be submitted to the Director's Review Committee.
4. A majority vote of the Director's Review Committee is necessary to deny the appeal. The committee's decision will be emailed within fifteen (15) working days of the receipt of the appeal (unless additional information is needed).

**IMPORTANT NOTICE:** Many decisions made by the financial aid staff result from federal and state laws or regulations of College statutes. Therefore, these decisions are not eligible for review since no discretionary authority exists. If this proves to be the case, you will be notified by the Office of Financial Aid.



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## WHAT WILL IT COST TO ATTEND NORTH CENTRAL COLLEGE?

### ***Tuition and Fees***

Tuition and fees is set by late March preceding the next academic year. Undergraduate full-time (12-18 credit hours) tuition and fees for the 2023-24 academic year are set at \$22,057 per semester (for part-time study the tuition is \$1,379 per credit hour). Students enrolled for more than 18 credit hours each semester are assessed an *overload fee* of \$1,379 for each credit hour over 18. Graduate students are charged per credit hour based on their program. For a detail about tuition rates and fees, please visit <https://northcentralcollege.edu/tuition-aid>.

### ***Books and Supplies***

The office anticipates approximately \$600 per semester (\$1,200 annual) for books and supplies for full-time undergraduates and all graduate students. Certain majors or graduate programs may require more expensive books and supplies.

### ***Housing and Food***

Average on-campus housing and food costs for the 2023-24 academic year are \$14,444. For more information on residence hall policies and/or contract rules, please contact Residence Life at 630-637-5858.

The cost for commuters and off-campus residents is determined by using estimates from the *Bureau of Labor Statistics*. These estimates are for a family with a moderate standard of living and are updated annually by the Consumer Price Index.

Transportation expenses will vary depending on whether the student is a resident or commutes to campus. For example, the **average** annual cost of transportation for a student living on campus is \$544, and the **average** cost for a commuter student is \$3,776. Personal costs (e.g. clothing, entertainment, laundry) average \$1,312 per academic year. Self-supporting students living off campus qualify for a higher budget than resident students due to the additional expenses incurred.

### ***Budgeting***

Budgeting can be a challenge for anyone. For students, however, it can sometimes be even more difficult. This may be your first experience in handling relatively large sums of money. Sizable expenses, such as tuition and fees, room and board, and books and supplies, must be met at one time. This means that it is critical to know your expenses and when they are due so that you can meet your financial obligations from one semester to the next.





## **WHAT DO I NEED TO KNOW?**

### ***HOW IS FINANCIAL AID DISTRIBUTED?***

Each semester a student is provided a *Billing Statement* (includes tuition, fees, housing, and food) from the Office of Student Accounts. This statement along with a student's financial aid can be viewed in Merlin. All financial aid accepted prior to the date the statement was produced, will appear on the statement, as long as requirements (such as enrollment or loans requirements) are met. Friendly reminder: Half of the financial aid offered for the academic year, *with the exception of Federal Work-Study*, will appear as *Pending Financial Aid* for fall and spring semesters on the *Billing Statement*. Any financial aid for summer semester will appear as *Pending Financial Aid* for summer semester on the statement. Outside scholarships will not credit until the funds have been received.

Please remember that the Office of Financial Aid will not release any financial aid (including Federal Direct Loans) until after the 100% tuition refund period.

### ***CREDIT HOUR REQUIREMENTS***

1. Most undergraduate financial aid offers are based on full-time enrollment for the entire academic year (12 credit hours minimum each semester) unless otherwise noted on the financial aid package. Note: A financial aid offer based upon full-time enrollment must be revised or canceled if a student enrolls in less than the minimum 12 credit hours. It is encouraged to make an appointment with a financial aid team member **BEFORE** dropping below full-time.
2. All graduate financial aid is a percentage of each semester's total tuition rate.
3. Veterans Benefits vary with the number of credit hours carried by the veteran; a reduction in a student's course load during the semester may result in a reduction of benefits for that semester.
4. Full payment of the IL MAP Grant is based on 15 credit hours each semester carried through the refund period. Students enrolled for fewer than 15 credit hours will receive a pro-rated portion of the full semester award.



## STUDENTS' RIGHTS AND RESPONSIBILITIES

### **Rights**

1. You have the right to know the criteria used to determine your eligibility for financial aid and the amount of financial aid you have been offered.
2. You have the right to appeal a decision made. (See "Appeal Procedure" later in this handbook)
3. You have the right to view the contents of your financial aid file, in accordance with the *Family Educational Rights and Privacy Act*.
4. You have the right to decline any offer of aid. However, your decline of certain programs may affect your eligibility for other programs.
5. You have the right to know the conditions of any loan that you accept.
6. You have the right to know the job description and starting rate of pay of any job you accept in the *Federal Work-Study Program*.

### **Responsibilities**

1. You are responsible for knowing and understanding what type of financial aid you are receiving and the requirements for each.
2. If you accept the *Federal Work-Study Program*, it is your responsibility to go to the Human Resources to obtain employment to earn those funds.
3. If you have a *Federal Work-Study* offer, you are responsible for keeping track of your earnings to make sure that they do not exceed your offer.
4. It is your responsibility to notify the Office of Financial Aid of **ANY** change in the following: credit hours carried, address, increase or decrease in wages, receipt of an outside scholarship or loan, legal name, living arrangements, and withdrawal or dismissal from North Central College. Failure to provide this information will cause unnecessary confusion, delays in processing, possible repayment of financial aid, and/or loss of eligibility for future aid.
5. You are responsible for applying each year for financial aid. The Office of Financial Aid and most non-college agencies make aid offers to students for all or part of the regular academic year – *August to May*. A separate *Free Application for Federal Student Aid* (FAFSA) and any requested documents are required for **each** academic year.
6. It is your responsibility to read and understand all pertinent information provided in this handbook, as well as the material provided with your financial aid package. **North Central College cannot take responsibility for your failure to follow the instructions provided by the Office of Financial Aid.**
7. You are responsible for knowing and understanding application deadlines and continued eligibility policies for all financial aid programs you are seeking or receiving.
8. You are responsible for **regularly checking your North Central College email**, and on-campus mailbox if applicable, and for responding in a timely manner to requests made for additional information regarding your financial aid.



## **FINANCIAL AID STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS, TEACHER CERTIFICATION, SECOND DEGREE**

The United States Department of Education requires institutions of higher education to establish minimum standards of "satisfactory academic progress" for students receiving federally funded financial aid. These standards have been established to encourage students to complete courses for which financial aid is received and to progress satisfactorily toward a degree. North Central College also applies these same standards of academic progress to the recipients of the Monetary Award Program (MAP) from the Illinois Student Assistance Commission (ISAC) and to the recipients of scholarships, grants, and loans awarded or administered by the Office of Financial Aid at North Central College.

### **TYPES OF AID COVERED**

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- North Central Scholarships, Grants, and Awards
- Tuition Exchange Programs
- Illinois Student Assistance Commission Monetary Award Program (MAP)
- Other Federal/State Grants and Scholarships
- Federal Direct Loan (Subsidized and Unsubsidized)
- Legacy Loan
- Federal Parent Loan for Undergraduate Students (PLUS Loans)

### **WHO MUST MEET THESE CRITERIA?**

- Students currently receiving financial assistance under the programs listed above who are classified as degree-seeking undergraduates (including full-time, part-time, second degree, and teacher certification students).
- Students who have not applied for financial assistance, but who have attended North Central College and transfer students seeking financial assistance will be expected to meet the minimum cumulative grade point average prior to receipt of financial assistance.

### **POLICY**

A student is considered to be making satisfactory academic progress if he or she:

- Completes with passing grades at least 67% of the credit hours financial aid was based upon;

**AND**

- Maintains a minimum cumulative grade point average of:
  - FRESHMEN - 1.8 cumulative grade point average (less than 28 credit hours completed)
  - ALL OTHER UNDERGRADUATES - 2.0 cumulative grade point average (28 or more credit hours completed);

**AND**

- Attempted courses has not exceeded more than 150% of the length of the program (includes courses taken while not receiving federal aid.)

### **POLICY NOTES**

- These standards will be measured at the end of each academic semester.
- Some awards require a higher grade point average for yearly renewal.
- For students who transfer hours to North Central, only the credit hours that count toward the current degree program at North Central are included in this monitoring process. All accepted transfer courses will be used in calculating your completion percentage and the 150% total attempted credits outlined above.
- If a student would like to change his or her major/degree program, and s/he has reached the 150% attempted credit hour threshold, the student may provide a letter of appeal in writing to the Office of Financial Aid explaining the change in major/degree program. The Office of Financial Aid will make a determination of whether or not the student's federal aid eligibility can be extended.
- If a student is not meeting satisfactory academic progress, he/she will be mailed/emailed a letter explaining the failure to meet the required standards.



## ***DEFINITIONS***

**COMPLETION OF COURSES** is defined as receiving one of the following grades: A, B, C, D, or P. Credit hours with F grades, withdrawals, or work in progress courses (incompletes) are considered attempted hours but are not considered completed. Although you may not receive credit for some of these courses, they may have been used to determine your financial aid eligibility. Therefore, they must be included in "attempted credits." Courses dropped during the 100% refund period are not included in a student's attempted credits.

**COMPLETION RATE:** The 67% completion rate is measured by taking the total cumulative attempted hours divided by the total cumulative completed hours. The 150% maximum timeframe is determined by taking the scheduled length of the student's program and multiplying it by 150%. For the typical program at NCC it would be 192 attempted credit hours (128 credit hours x 150%). Credit completion percentage and 150% maximum timeframe will be measured at the end of each semester.

**MINIMUM CUMULATIVE GRADE POINT** requirements will be measured at the end of each semester. The grade point requirements are listed under the "POLICY" section.

**CLASS REPEATS** are for the purpose of this policy, any class that can be repeated for a change of grade will count toward completion percentage. However, a failure in a repeated course may affect your ability to maintain satisfactory academic progress. Refer to the sections entitled "COMPLETION OF COURSES" and the "POLICY" for minimum cumulative grade point average.

**INCOMPLETE GRADES:** It is the student's responsibility to notify the Office of Financial Aid when incompletes have been satisfactorily completed. An incomplete is considered an "F" for SAP purposes. Once an incomplete is converted to one of the letter grades, the financial aid SAP status can be reevaluated upon student request.

**DEVELOPMENTAL COURSEWORK:** Developmental course work will count toward satisfactory academic progress if completed satisfactorily. These courses will be included as attempted credit for determining completion percentage and the 150% maximum timeframe, but will not be part of the student's GPA.

**DISMISSAL:** If a student is dismissed from North Central College for any reason, he/she is not eligible for further financial assistance. If the student should be readmitted, he/she must be re-evaluated for financial aid.

## ***FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS***

**FINANCIAL AID WARNING:** The first semester a student fails to meet the minimum grade point requirements, he/she will be placed on Financial Aid Warning for the succeeding semester. A student in this category is eligible to receive financial aid for the upcoming semester.

**FINANCIAL AID CANCELLATION:** Cancellation occurs if a student fails to maintain the minimum cumulative grade point after their semester of "Warning." Cancellation also occurs if the student is not maintaining the proper completion rate or has exceeded the 150% of the length of their program. The student is ineligible for financial aid while they are in a "cancellation" status. See "APPEAL PROCEDURE" below.

**FINANCIAL AID PROBATION:** As you will see in the "APPEAL PROCEDURE" below, a student has the ability to appeal a cancellation. If an appeal is granted, he/she will be placed on probation. The student will receive a letter outlining the terms of their probation. Probationary terms are dependent on the type of SAP requirement the student is not meeting. In general, students must have a GPA above 2.0 each semester they are on probation and if completion percentage is also an issue, the student will be expected to complete 100% of the courses they are enrolled in (for each semester they are on probation). As long as he/she follows the terms of the probation letter, he/she will be eligible to receive financial aid for the upcoming term(s). If the student does not meet the terms of their probation letter, he/she will be placed back on financial aid cancellation and may be ineligible to receive additional financial aid.



**NORTH CENTRAL COLLEGE**

Office of  
Financial Aid

## **REGAINING ELIGIBILITY FOR FINANCIAL ASSISTANCE**

**REINSTATEMENT:** If a student is denied aid because the required number of courses was not completed for the period that aid was received, the student must complete the necessary course work at his/her own expense before being considered for future aid, unless an appeal is granted. See "APPEAL PROCEDURE."

A student denied aid because he/she did not meet the minimum cumulative grade point average must bring his/her average to the minimum standard to regain eligibility. Course work needed to complete this requirement will be undertaken at the student's own expense, unless an appeal is granted. See "APPEAL PROCEDURE."

**SUMMER SCHOOL:** If a student is denied aid at the end of an academic year, he/she may enroll in summer school (either at North Central College or another college) to regain eligibility for assistance. NOTE: Before enrolling in summer school elsewhere, check with the Registrar's Office at North Central College for approval.

**APPEAL PROCEDURE:** The Office of Financial Aid acknowledges there are certain uncontrollable circumstances that may have influenced the student's ability to maintain satisfactory academic progress (death of a relative, an injury or illness of the student or family member, or other special circumstance). If the student has been placed on SAP cancellation, the student may submit a written appeal detailing the reasons for failure to meet the standards as well as appropriate third party documentation (e.g. letter from doctor, counselor, minister, priest, etc.). The appeal should also address steps that will be taken to meet the standards during future semesters. If the appeal is approved, the student will be placed on probation, receive a letter from the Office of Financial Aid with specific requirements that must be met in order to maintain financial aid eligibility. While on probation, a student's progress will be monitored each semester. If the appeal is denied, the student will not be eligible for any type of financial aid listed above until the student takes the necessary steps needed to meet the requirements outlined in the "POLICY" section of this document. The appeal form can be found online at <https://www.northcentralcollege.edu/financial-aid/financial-aid-forms>.



## **FINANCIAL AID STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE STUDENTS**

The United States Department of Education requires institutions of higher education to establish minimum standards of "satisfactory academic progress" for students receiving federally funded financial aid. These standards have been established to encourage students to complete courses for which financial aid is received and to progress satisfactorily toward degree completion. For the purpose of maintaining a consistent policy, the same standards apply to students who receive any financial aid awarded/administered by the Office of Financial Aid.

### ***TYPES OF AID COVERED***

- North Central Awards
- Federal Direct Loan (Unsubsidized)
- Graduate Federal PLUS Loan

### ***WHO MUST MEET THESE CRITERIA?***

- Students currently receiving financial assistance under the programs listed above who are classified as degree-seeking Graduates and Doctoral students (including full-time and part-time students).
- Students who have not applied for financial assistance, but who have attended North Central College and transfer students seeking financial assistance will be expected to meet the minimum cumulative grade point average prior to receipt of financial assistance.

### ***POLICY***

A student is considered to be making satisfactory academic progress if he or she:

- Completes with passing grades at least 67% of the attempted credit hours financial aid was based upon.

**AND**

- Maintains a minimum cumulative grade point average of 3.0

**AND**

- Attempted courses have not exceeded more than 150% of the length of the program in credit hours (includes courses taken while not receiving federal aid.)

### ***POLICY NOTES***

- These standards will be measured at the end of each academic year.
- Some awards require a higher-grade point average for yearly renewal.
- For students who transfer hours to North Central, only the credit hours that count toward the current degree program at North Central are included in this monitoring process. All accepted transfer courses will be used in calculating your completion percentage and the 150% total attempted credits outlined above.
- If a student would like to change his or her major/degree program, and s/he has reached the 150% attempted credit hour threshold, the student may provide a letter of appeal in writing to the Office of Financial Aid explaining the change in major/degree program. The Office of Financial Aid will make a determination of whether or not the student's federal aid eligibility can be extended.
- If a student is not meeting satisfactory academic progress, he/she will be mailed/emailed a letter explaining the failure to meet the required standards.



## **DEFINITIONS**

**COMPLETION OF COURSES** is defined as receiving one of the following grades: A, B, C, D, or P. Credit hours with F grades, withdrawals, non-credit courses, audits, or work in progress courses (incompletes) are considered attempted hours but are not considered completed. Although you may not receive credit for some of these courses, they may have been used to determine your financial aid eligibility. Therefore, they must be included in "attempted credits." Courses dropped during the 100% refund period are not included in a student's attempted credits.

**COMPLETION RATE:** The 67% completion rate is measured by taking the total cumulative attempted hours divided by the total cumulative completed hours. The 150% maximum timeframe is determined by taking the scheduled length of the student's program and multiplying it by 150%. For example, a 36-credit hour program at NCC it would be 54 attempted credit hours (36 credit hours x 150%.) Credit completion percentage and 150% maximum timeframe will be measured at the end of each semester.

**MINIMUM CUMULATIVE GRADE POINT** requirements will be measured at the end of each academic year. The grade point requirements are listed under the "POLICY" section.

**PASS/NO PASS (P/NP) GRADES:** Pass/No Pass (F/NP) grades will be counted as attempted credits but will not be counted towards the semester GPA or the cumulative GPA.

**CLASS REPEATS** are for the purpose of this policy, any class that can be repeated for a change of grade will count toward completion percentage and enrollment status. However, a failure in a repeated course may affect your ability to maintain satisfactory academic progress. Refer to the sections entitled "COMPLETION OF COURSES" and the "POLICY" for minimum cumulative grade point average.

**INCOMPLETE GRADES:** It is the student's responsibility to notify the Office of Financial Aid when incompletes have been satisfactorily completed. An incomplete is considered an "F" for SAP purposes. Once an incomplete is converted to one of the letter grades, the financial aid SAP status can be reevaluated upon student request.

**COURSE WITHDRAWALS (W) GRADES:** Course withdrawals (W) after the add/ drop period are not included in the CGPA calculation, but are counted as attempted but not earned coursework

**DISMISSAL:** If a student is dismissed from North Central College for any reason, he/she is not eligible for further financial assistance. If the student should be readmitted, he/she must be re-evaluated for financial aid.

## **FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS**

**FINANCIAL AID CANCELLATION:** Cancellation occurs if the student is not meeting the required cumulative grade point average, not maintaining the proper completion rate or has exceeded the 150% of the length of their program. The student is ineligible for financial aid while they are in a "cancellation" status. See "APPEAL PROCEDURE" below.

**FINANCIAL AID PROBATION:** As you will see in the "APPEAL PROCEDURE" below, a student has the ability to appeal a cancellation. If an appeal is granted, he/she will be placed on probation. The student will receive a letter outlining the terms of their probation. Probationary terms are dependent on the type of SAP requirement the student is not meeting. In general, students must have a cumulative GPA above 3.0 each academic year they are on probation and if completion percentage is also an issue, the student will be expected to complete 100% of the courses they are enrolled in (for each semester they are on probation). As long as he/she follows the terms of the probation letter, he/she will be eligible to receive financial aid for the upcoming term(s). If the student does not meet the terms of their probation letter, he/she will be placed back on financial aid cancellation and may be ineligible to receive additional financial aid. Students are limited to two appeals for the same reason.

## **REGAINING ELIGIBILITY FOR FINANCIAL ASSISTANCE**

**REINSTATEMENT:** If a student is denied aid because the required number of courses was not completed for the period that aid was received, the student must complete the necessary course work at his/her own expense before being considered for future aid, unless an appeal is granted. See "APPEAL PROCEDURE."

A student denied aid because he/she did not meet the minimum cumulative grade point average must bring his/her average to the minimum standard to regain eligibility. Course work needed to complete this requirement will be undertaken at the student's own expense unless an appeal is granted. See "APPEAL PROCEDURE."

**SUMMER SCHOOL:** If a student is denied aid at the end of an academic year, he/she may enroll in summer school (either at North Central College or another college) to regain eligibility for assistance. NOTE: Before enrolling in summer school elsewhere, check with the Registrar's Office at North Central College for approval.



**APPEAL PROCEDURE:** The Office of Financial Aid acknowledges there are certain uncontrollable circumstances that may have influenced the student's ability to maintain satisfactory academic progress (death of a relative, an injury or illness of the student or family member, or other special circumstance). If the student has been placed on SAP cancellation, the student may submit a written appeal detailing the reasons for failure to meet the standards as well as appropriate third-party documentation (e.g., letter from doctor, counselor, minister, priest, etc.). The appeal should also address steps that will be taken to meet the standards during future semesters. If the appeal is approved, the student will be placed on probation, receive a letter from the Office of Financial Aid with specific requirements that must be met in order to maintain financial aid eligibility. While on probation, a student's progress will be monitored each semester. If the appeal is denied, the student will not be eligible for any type of financial aid listed above until the student takes the necessary steps needed to meet the requirements outlined in the "POLICY" section of this document. The appeal form can be found online at <https://www.northcentralcollege.edu/financial-aid/financial-aid-forms>.

## OTHER IMPORTANT POLICIES

### ***Room and Board***

Agreements are signed for the full academic year. If a student intends to withdraw from housing during the academic year, the student must follow the procedures outlined in the Room and Board Agreement. The student must complete the "buyout agreement/contract release" form at Residence Life. Granting of the release is not automatic and refunds (credits) will be determined in accordance with the agreement. **All students should read and understand the *Room and Board Agreement* before signing.**

### ***Course Repeat Policy***

Students who are recipients of federal Pell or Illinois MAP grants who repeat coursework are limited on the number of times they can receive Pell and/or MAP payment for each course. Once a student receives a passing grade in a course (A,B,C,D, or P), they are only eligible to receive Pell and/or MAP one more time for that course if they decide to retake it.

### ***Withdrawal and Refund Policy***

Because North Central contracts with faculty and staff and incurs other expenses before the academic year, a refund formula has been established to reflect the equitable sharing of the loss when a student withdraws from classes. Refunds due to official withdrawal, suspension, or dismissal will be made on the following basis:

### ***Tuition Refund Schedule***

A student who officially withdraws from the College or a course(s) may receive a full or partial refund (credit) according to the schedule computed from the first official day of the academic semester. Academic year, summer semester, and all module course schedules may vary and can be found in the North Central College catalog.

A schedule with specific effective dates is published before each semester. The date of withdrawal is established by the student's completion of all official steps for the withdrawal process and will be based on the date that the Registrar's Office records the withdrawal. If a student withdraws from the College or any courses at any time without completing the official withdrawal process, no refund credit will be made. **Non-attendance in a class or classes does not constitute official withdrawal from that class or classes. You must follow the official withdrawal/drop procedures. The College reserves the right to modify the refund schedule as circumstances dictate.**

### ***Changing Enrollment/Dropping a Course during the Refund Period***

If you decide to change your enrollment by dropping a course during the refund period, the College reserves the right to reduce North Central funding including all grants and scholarships, and loans.





## **WITHDRAWALS — FINANCIAL AID RECIPIENTS**

Federal regulations require that North Central College have a written policy for the refund and repayment of Federal Aid (Supplemental Educational Opportunity Grant, TEACH Grant, Pell Grant, Iraq & Afghanistan Grant, Federal DIRECT Loans, Federal Graduate PLUS, and Federal PLUS) received by students who withdraw during a semester for which payment has been received. This policy is effective only for those students who completely terminate their registration (i.e. cancels registration, stops attending all coursework, withdraws or is dismissed) or class attendance before completing 60% of the enrollment period.

For purposes of this policy, a refund refers to the difference between monies originally paid for institutional charges by financial aid and/or cash payments and the amount retained by the institution after withdrawal. A repayment can occur when cash has been disbursed to a student from financial aid funds in excess of institutional charges.

If the student receives federal financial assistance, and withdraws or ceases attendance in academic activities prior to completing 60% of the academic semester, a portion of these funds must be returned to the programs. The calculation is based on the period of enrollment completed. As a credit hour institution, that percentage is computed by dividing the total number of calendar days in the semester into the number of calendar days completed, as of the date of the student withdrawal. The percentage of federal assistance to which the student is entitled (has “earned”) is equal to this percentage of the semester completed, up to 60%. If the withdrawal occurs after 60% of the semester is completed, the student is considered to have “earned” all of the federal aid disbursed. If a student has withdrawn, the institution will determine any possible returns within 30 days from the date it learns of the student withdrawal. A letter will be either mailed to the student or sent through electronic means and will indicate the amount of funds being returned and an overview of the process.

If a student decides to withdraw, s/he should formally notify the Office of Student Affairs who will provide the details of the withdrawal to all other administrative offices on campus. A student’s withdrawal date/last date of attendance is determined by the date they officially submit a withdrawal form with the Office of Student Services. If a student fails to provide a withdrawal form, this is considered an unofficial withdrawal and the student will receive “F” grades in all courses not completed. If the institution is unable to determine a last date of attendance due to the student’s unofficial withdrawal, the midpoint of the semester will be used for determining the amount of financial aid earned. However, the institution will make a reasonable attempt (through communication with professors) to determine the last date the student participated in an academically related activity and use it as the withdrawal date.

The amount of federal aid to be returned is based on the percentage of “unearned” aid. That percentage is computed by subtracting earned aid from 100%. The College is required to return the lesser of 1) the unearned aid percentage applied to institutional charges and 2) the unearned percentage applied to total federal aid received. The student is required to return the difference between the amount of unearned aid and the amount returned by the College. If the student (or parents in the case of a PLUS loan) is required to return a portion or all of their loan proceeds, the calculated amount is to be repaid according to the loan terms.

There are certain exceptions to this rule (i.e. student is withdrawing because it has been determined that student has already met graduation requirements, etc.) Our office will evaluate each withdrawal notification for determination on whether or not an exception to the calculation exists.

In certain situations, a student may be eligible for a post-withdrawal disbursement for federal aid that could have been disbursed, but was not done before the withdrawal occurred. If the student is eligible for a post-withdrawal disbursement, the institution will contact the student in writing giving the student 14 days to approve and post-withdrawal disbursements.

If funds must be returned, they are returned in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Direct Graduate PLUS
- Federal Direct Parent PLUS
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal TEACH Grant
- Iraq & Afghanistan Service Grant